

24 MAY 1957

Area Records Officer, Office of the
Comptroller

Chief, Records Management Staff

Records Disposition Program

1. The records inventory and control schedule prepared by you for the Office of the Comptroller has been reviewed by this Staff and is approved for application. All disposition actions taken under authority of this schedule must, of course, conform with applicable GAO regulations and Agency security regulations.

2. Several important elements necessary for a proper evaluation of your records disposition program were omitted in the preparation of the inventory and schedule. These include the volume of each described item, the function of the records, and the inclusive dates of each record series.

3. The retention periods for many items seem to be excessive but they have been approved in order to hasten application of the schedule. It is suggested that these items be re-evaluated as soon as possible to obtain shorter retention periods. In addition to the records disposition plan, there are several recommendations pertinent to the success of your overall records management program that, I believe, you should consider. These are outlined in the attached report prepared by Miss [redacted] of 25X1A9a this Staff.

4. It is evident that considerable thought and effort has been put forth in the preparation of this schedule. Generally, the initial schedule is always the most difficult to prepare and I am sure that refinements will come with each revision. The Records Management Staff is prepared to assign an analyst to help you in carrying out the recommendations in the attached report or in any other phase of your program. Please let me know when we can assist you.

25X1A9a

Attachments (4)

Records Control Schedule

Recommendations

Suggested Memo to Division &

Staff Chiefs

List of Items *(copies made)*

25X1A9a

Mgt/S/RDB/[redacted] (May 57)

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